

**Texas A&M University  
West Campus Business Library**

**Citation Guide for Business Students**

**APA Style**

**December, 2008**

# Citation Guide for Business Students

## APA Style

### Table of Contents

Table of Contents .....	i
Acknowledgements .....	ix
A. Introduction	
1. About this Guide .....	1
2. Purpose of Citations .....	1
3. What to Cite .....	1
4. Types of Citations .....	1
5. Text Citation Rules .....	2
6. Reference List Citation Rules (General) .....	2
B. Examples of Reference List Citations	
1. Advertisements .....	5
a. Newspaper, Magazine, etc. Advertisements	
b. Television Advertisements	
2. Analyst Reports .....	5
a. Signed	
b. Un-Signed	
3. Annual Reports .....	5
a. Printed	
b. Online	
4. Articles .....	6
a. Article in Journal	
b. Article in Magazine	
c. Article in Newspaper	
5. Blogs .....	6
6. Books .....	6
a. Single Author	
b. Two Authors	
c. Three to Six Authors	
d. More Than Six Authors	
e. Editor or Compiler as Author	
f. Edition Other Than First	
g. No Author	
h. Multivolume Works	

# Citation Guide for Business Students

## APA Style

i. Chapters or Other Titled Parts of a Book	
j. Online Books	
7. Case Study .....	8
8. Conference Papers / Proceedings .....	8
a. Conference Paper in Proceedings	
b. Proceeding	
9. Databases .....	8
10. Electronic Mail .....	9
11. Films / Movies .....	9
a. Basic Format	
b. International or National Motion Picture Release	
c. Limited Availability Motion Picture / Video Release	
d. Television Broadcast	
e. Television Series	
f. Television Series Episode	
12. Focus Group Research .....	10
13. Government Documents .....	10
14. Interviews .....	10
a. In-Person	
b. Phone	
15. Legal Cases .....	11
a. U.S. Supreme Court Decisions	
b. Lower Federal Court Decisions	
c. Federal Statute	
d. Congressional Hearing	
e. Congressional Bill or Resolution	
16. Observational Research .....	12
17. Podcast (Webcast) .....	13
18. Press Release .....	13
a. Print	
b. On the Web	
19. SEC Filing .....	14

# Citation Guide for Business Students

## APA Style

20. Survey Research .....	14
21. Web Site / Web Page .....	14
22. Working Papers .....	15
a. Print	
b. Online	
C. Examples from Subscribed & Access-Free Library Databases	
1. ABI/Inform Global .....	16
2. ABI/Inform Trade & Industry .....	16
3. Academy of Management Proceedings .....	16
4. Accounting & Tax .....	16
5. Accounting Research Manager (ARM) .....	16
6. ACM Digital Library .....	17
7. AdCritic .....	17
8. Ad\$ponder .....	18
9. American Banker .....	18
10. American Factfinder .....	18
11. Applied Science & Technology .....	18
12. Associations Unlimited .....	18
13. Balance of Payment Statistics .....	18
14. Board Analyst .....	19
a. Governance Practuce Highlights	
b. Articles of Incorporation	
c. Bylaws	
d. Governance Policy	
e. Ethics Policy	
f. Company Officer Profile	
15. Business & Company Resource Center .....	19

# Citation Guide for Business Students

## APA Style

- a. Company Profile
- b. Company SEC Filing
- c. Company Investment Report
- d. Industry Report
- e. Industry Market Share Listing

16. Business & Industry .....	20
17. Business Monitor Online .....	20
18. Business Source Complete .....	21
a. Article	
b. Company Report	
c. Country Profile	
d. Industry Report	
e. SWOT Analysis	
19. Capital Changes Reporter .....	21
20. China Data Online .....	22
21. Compact D SEC / Global Researcher SEC .....	22
22. Compact D Worldscope / Global Researcher Worldscope .....	22
23. Computer & Info Systems .....	22
24. Computer Source .....	22
25. Datastream .....	22
26. Direction of Trade Statistics .....	22
27. Doing Business .....	23
28. EconLit .....	23
29. Economatica .....	23
30. Economic Census .....	23
31. Economist Intelligence Unit (EIU) .....	23
32. EDGAR Online .....	24

# Citation Guide for Business Students

## APA Style

33. eMarketer .....	24
34. Factiva .....	24
35. FAOstat .....	24
36. Faulkner’s Advisory on Computer and Communications Technologies (FACCTS) .....	25
a. Company Profile	
b. Company Timeline	
c. Market Report	
d. Technology Tutorial	
37. Galante’s Venture Capital & Private Equity Directory .....	25
38. Gartner Research .....	25
a. Hype Cycle Report	
b. Majic Quadrant Report	
c. General Report	
39. Global Marketing Information Database (GMID) .....	26
a. Statistical Data Set	
b. Country Factfile	
c. Company Profile	
40. GuideStar .....	26
41. Hoovers Premium .....	27
42. Hospitality and Tourism Index .....	27
43. IBISWorld .....	27
44. IEEE Xplore .....	27
45. International Central Bank List .....	27
46. International Financial Statistics .....	27
47. International Statistical Agencies List .....	27
48. International Trade Statistics .....	28
49. Investext – Thomson Reuters .....	28

# Citation Guide for Business Students

## APA Style

50. Leadership Library .....	28
51. Lexis-Nexis Academic .....	28
52. Lexis-Nexis Statistical .....	28
53. Making of the Modern World .....	28
54. Management & Organizational Studies .....	29
55. Market Insight .....	29
56. MarketResearch.com Academic .....	29
57. Media Metrix .....	29
58. Mergent Horizon .....	30
59. Mergent Online .....	30
a. Company Report	
b. Industry Report	
60. MintGlobal .....	30
a. News	
b. Company Profile	
c. Market Research	
d. Director Profile	
61. Morningstar .....	31
a. Fund Report	
b. Stock Report	
62. National Trade Databank .....	31
63. NetAdvantage .....	31
a. Industry Report	
b. Stock Report	
c. Mutual Fund Report	
64. New York Stock Exchange Facts & Figures .....	32
65. Orbis .....	32
a. Company Profile	
b. Peer Report	
c. Subsidiaries Report	

# Citation Guide for Business Students

## APA Style

- d. Institutional Shareholders Report
- e. Board Members & Officers Report

66. Plunkett Research Online .....	33
a. Industry Trends Report	
b. Industry Statistics Report	
67. Portals to the World .....	33
68. ProductScan .....	33
69. ReferenceUSA .....	33
70. Research Insight / Global Vantage .....	33
71. RIA Checkpoint .....	34
72. SDC Platinum – Mergers & Acquisitions / Joint Ventures .....	34
73. Simmons Choices II/3 .....	34
74. Source OECD / OECD Main Economic Indicators .....	35
75. Sports Business Research Network (SBRnet) .....	35
76. STAT-USA .....	35
77. Stratfor .....	35
78. Tablebase .....	36
79. Tax Research Network .....	36
80. ThomasNet .....	36
81. Thomson ONE Banker .....	36
82. Trade Policy Reviews .....	37
83. Uniworld Directories .....	37
84. ValueLine .....	37
85. Wilson Business Full-Text .....	37

# Citation Guide for Business Students

## APA Style

86. World Development Indicators .....	38
87. World Stock & Commodity Exchanges List .....	38
Reference List .....	39

# **Citation Guide for Business Students**

## **APA Style**

### **Acknowledgements**

This publication has drawn from many sources providing information on the APA Style. Please see the reference list at the end of this document for specific sources.

A special acknowledgement must be given to the Harvard Business School, from which the structure of this guide was borrowed.

# Citation Guide for Business Students

## APA Style

### A. Introduction

#### 1. About this Guide

This Citation Guide is based on the Publication Manual of the American Psychological Association (APA) 5<sup>th</sup> ed.

#### 2. Purpose of Citations

Within the scholarly / academic environment, there are three primary reasons to include citations in your research papers:

- To give credit to the author(s) of the source materials you used when writing your research paper.
- To enable the readers of your research paper the ability to follow up on the source materials you used.
- To demonstrate that your research paper is well-researched.

“Failure to give credit to the words and ideas of an original author is plagiarism. Most people do not intend to commit plagiarism but may do so inadvertently because they are in a hurry or because of sloppy work habits.” (APA, 2001)

#### 3. What to Cite

“You should cite all direct quotations, paraphrased factual statements, and borrowed ideas. The only items that do not need to be cited are facts that seem to be common knowledge, such as the date of the stock market crash. However, if you present facts in someone else’s words, you should cite the source of those words.” (HBS, 2007)

Every source cited in your text – and only those sources – are given in the Reference List.

#### 4. Types of Citations

In APA style there are two types of citations that must be used in a research paper, each with its own syntax rules.

- The first type is the Text Citation (often called the parenthetical citation), which appears in the body of the paper where the material from the source is used. The citation information provided here is limited and leads the reader to the complete-citation found in the Reference List.
- The second type is the Reference List entry, which contains the complete citation for all sources used in the body of the paper.

# Citation Guide for Business Students

## APA Style

### 5. Text Citation Rules

- No Author – If the author of the source is unknown, use the first few words of the Reference List entry (usually the title). For example: (“Study Finds,” 1992).
- Three to Five Authors – If there are 3-5 authors for the source, list all authors in the first Text Citation and use the lead-author *et al.* notation in all subsequent Text Citations. For example: (Andrews, Smith, Baker, Jones, & Charles, 2003) for first use; (Andrews et al., 2003) all subsequent uses.
- Six or more Authors – If there are six or more authors use the lead-author *et al.* notation in all citations.
- Corporate Author – If the group is readily identifiable by its acronym, spell it out the first time and include the acronym in square-brackets, then use the acronym for all subsequent citations. For example: (National Science Foundation [NSF], 2005) for first use; (NSF, 2005) all subsequent uses.
- You must always provide page numbers for a citation after the use of quotations. For example: “... of the resulting study” (Smith, 2005, p. 13); or Smith found “... of the resulting study” (p. 13).
- If the same resource is cited again in the same paragraph, the year may be omitted. For example: (Jones et al., 2006, p. 67) and then (Jones et al., p.68).
- Use an ampersand (&) in the Reference List and parenthetical citations only. Use the word “and” for an in-text reference. For example: “Blake and Fry (2001) explained...” or (Blake & Fry, 2001).
- If there are two or more citations that shorten to the same lead-author and date, give as many additional names as needed to identify them. For example: (Smith, Jones, et al., 1999) and (Smith, Burt, et al., 1999).

### 6. Reference List Rules (General)

- Reference Lists use a hanging indent format.
- List references in alphabetical order based on the first-author name. When there are multiple sources by the same author, list the references by date, with the most recent last.
  - Use prefixes if they are commonly part of the author’s surname. For example: *de Chardin* comes before *Decker*, and *MacGill* comes before

# Citation Guide for Business Students

## APA Style

*McGill*. However, do not use *von* as a prefix. For example: *Helmholtz, H. F. von*.

- Disregard apostrophes, spaces, and capitals in alphabetizing references. For example: *D'Arcy* comes after *Daagwood*, and *Decker* comes after *de Chardin*.
  - Single author references come before references with multiple authors. For example: *Walter, 2007* comes before *Walter, et al. 2007*.
  - Alphabetize corporate authors by the first significant word (e.g. skip A, An, The, etc.). Do not use the abbreviation of a corporate name for alphabetizing purposes.
- The titles of all references must be entered in the “sentence cap” style regardless of how they appear in the original work. The sentence cap style requires that all words be in lowercase except for a) the first word, b) the first word after a colon, and c) proper nouns. For example: the book “In Search of Excellence” is entered as “In search of excellence.”
    - Article titles are **not** placed in quotes in the reference list.
    - Italicize the names of books, journals, working and conference papers, dissertations, and similar works.
  - The following abbreviations are commonly used:
    - **chap.** (chapter)
    - **ed.** (edition) [**Rev. ed.** (revised edition)]
    - **Ed.** or **Eds.** (editor or editors)
    - **No.** (number)
    - **p.** or **pp.** (page or pages)
    - **para.** (paragraph)
    - **Pt.** (part)
    - **Suppl.** (supplement)
    - **Tech. Rep.** (technical report)
    - **Trans.** (translator)
    - **Vol.** (volume, as in Vol. 2)
    - **vols.** (volumes, as in Vol. 2 of 7 vols.)
  - Include the country or state/province postal abbreviation **except** with the following cities: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, and Vienna.
  - When quoting electronic documents without page numbers, cite paragraph numbers (if given) after the paragraph symbol (¶) or the abbreviation *para.* For example: Baker, 2006, ¶ 4 or Baker, 2006, para. 4. If there are no paragraph

# Citation Guide for Business Students

## APA Style

numbers in the document, cite the nearest preceding section heading and count the paragraphs from there. For example: Baker, 2006, Analysis section, para. 7.

# Citation Guide for Business Students

## APA Style

### **B. Examples of Reference List Citations**

#### **1. Advertisements**

##### **a. Newspaper, Magazine, etc. Advertisements**

Stamps.com Inc. (2008). Don't let your postage meter rob you blind [Magazine advertisement]. *Supply & Demand Chain Executive*, 2(9), p. 2.

##### **b. Television Advertisements**

Suddenlink Corp. (2008, April 17, 8:30 pm). "Storm" [Television advertisement].

#### **2. Analyst Reports**

##### **a. Signed (on the Web)**

Weinstein, S. (2003, November 4). *High growth in search creates opportunities for niche players*. Pacific Crest Securities. Retrieved April 17, 2008, from <http://www.pacific-crest.com>.

##### **b. Unsigned (on the Web)**

Pacific Crest Securities. (2003, November 4). *High growth in search of niche players*. Retrieved April 17, 2008, from <http://www.pacific-crest.com>.

#### **3. Annual Report**

##### **a. Print Version**

Microsoft Corporation. (2007). *2006 Annual Report*.

##### **b. Online**

Microsoft Corporation. (2007). *Annual Report*. Retrieved April 16, 2008, from <http://www.microsoft.com/msft/reports/ar07/staticversion/index.html>.

# Citation Guide for Business Students

## APA Style

### 4. Articles

#### a. Article in Journal

##### One Author

Maritz, A. (2008). Entrepreneurial services marketing initiatives facilitating small business growth. *Journal of Small Business & Entrepreneurship*, 21(4), 493-503.

##### Two to Six Authors

Li, X., & Sridharan, V. (2008). Characterizing order processes of using inventory policies in supply chains. *Omega*, 36(6), 1096-1104.

#### b. Article in Magazine

Crockett, R. O. (2008, April 7). Motorola sets its phone unit free. *Business Week*, 4078, 36-38.

#### c. Article in Newspaper

##### With Author

Welsh, J. (2008, April 9). Old tractors, Maserati prices. *Wall Street Journal – Eastern Edition*, pp. D1-D2.

##### No Author

Corrosion on truck frames prompts warranty extension. (2008, March 10). *Wall Street Journal – Eastern Edition*, p. A12.

### 5. Blogs

Godin, S. (2008, April 17). “George Clooney is not normal”. *Seth Godin’s Blog* [Blog]. Message posted to <http://sethgodin.typepad.com/>. Accessed May 5, 2008.

### 6. Books

#### a. Single Author

Masterman, G. (2007) *Sponsorship: For a return on investment*. Oxford, UK: Butterworth-Heinemann.

# Citation Guide for Business Students

## APA Style

### b. Two Authors

Pernick, R. & Wilder, C. (2007). *The clean tech revolution: The next big growth and investment opportunity*. New York: Collins.

### c. Three to Six Authors

O'Connell, J., Pyke, J. & Whitehead, R. (2006). *Mastering your organization's processes: A plain guide to business process management*. Cambridge, NY: Cambridge University Press.

### d. More Than 6 Authors

Author, A., Author, B., Author, C., Author, D., Author, E., & Author, F., et al. (2008). *Book with lots of authors*. New York: Big Press.

### e. Editor or Compiler as Author

Bryson, J. R. & Daniels, P. W. (Eds.). (2007). *The handbook of service industries*. Cheltenham, UK: Edward Elgar.

Therin, F. (Ed.). (2007). *Handbook of research on techno-entrepreneurship*. Cheltenham, UK: Edward Elgar.

### f. Edition Other Than First

Hayes, R. (2007). *Retail security and loss prevention* (2nd ed.). New York: Palgrave Macmillan.

### g. No Author

*Consumer behavior* (2007). Loganville, GA: Richard K. Miller.

### h. Multivolume Works

Schlager, N. (Ed.). (2005). *International directory of business biographies* (Vols. 1-4). Detroit: Thomson Gale.

### i. Chapters or Other Titled Parts of a Book

Kuver, P. P. (2003). Software quality assurance activities. In C. V. Brown & H. Topi (Eds.). *IS management handbook* (8<sup>th</sup> ed., pp. 1-100). Boca Raton, FL: Auerbach Publications.

# Citation Guide for Business Students

## APA Style

### j. Online Books

Wright, J. (2005). *Blog marketing*. Retrieved April 18, 2008, from the ebrary database.

Viardot, E. (2004). *Successful marketing strategy for high-tech firms*. Retrieved April 18, 2008, from the netLibrary database.

Bhatt, H. and Glover, B. (2006). *RFID essentials*. Retrieved April 17, 2008, from the Safari Tech Books Online database.

### 7. Case Study

Rangan, V. K. (1993). *Population services international: The social marketing project in Bangladesh*. [Case Study]. HBS No. 586-013. Boston: Harvard Business School Pub.

### 8. Conference Papers / Proceedings

#### a. Conference Paper in Proceedings

Fink, K., and Ploder, M. C. (2007). Knowledge diffusion through SME websites. In Stary, C., Barachini, F., and Hawamdeh, S. (Eds.). (2007). *Knowledge management: Innovation, technology and cultures. Proceedings of the 2007 International Conference on Knowledge Management. Vienna, Austria, 27-28 August 2007* (pp. 91-100). Singapore: World Scientific Pub. Co.

#### b. Proceedings

Stary, C., Barachini, F., and Hawamdeh, S. (Eds.). (2007). *Knowledge management: Innovation, technology and cultures. Proceedings of the 2007 International Conference on Knowledge Management. Vienna, Austria, 27-28 August 2007*. Singapore: World Scientific Pub. Co.

### 9. Databases

For examples of how to cite information / material obtained from commercial databases available from the Texas A&M University Libraries, and specifically through the West Campus Business Library, see Sections C, D and E of this document.

# Citation Guide for Business Students

## APA Style

### 10. Electronic Mail

E-mails are not included in the list of references. However, you must include an In-Text Citation based on the following example:

(M. Dell, personal communication, April 15, 2008)

### 11. Films / Movies / TV

#### a. Basic Format

ProducerName, P. P. (Producer), & DirectorName, D. D. (Director). (Date of publication). *Title of work* [Type of work]. Country of origin: Studio or distributor.

#### b. International or National Motion Picture Release

Smith, J. D. (Producer), & Jones, M. S. (Director). (2001). *Really bad love story* [Motion Picture]. United States: Paramount Pictures.

#### c. Limited Availability Motion Picture / Video Release

Hanks, P. J. (Producer), & Peters, B. F. (Writer/Director). (2005). *Case studies: A view from within* [Motion picture]. (Available from Some University, 100 Main Street, Some City, Some State, 99999)

#### d. Television Broadcast

Rather, D. (Producer). (2007, April 16). *The BCN Nightly News* [Television broadcast]. New York: Boring Commentator Network.

#### e. Television Series

Cheese, B. (Producer). (2008). *The History of Accounting: A Comedy* [Television series]. Los Angeles: Boring Studios.

#### f. Television Series Episode

Davis, W. J. (Writer), & Paul, R. K. (Director). (2008). One for the books [Television series episode]. In B. Cheese (Producer), *The History of Accounting: A Comedy*. Los Angeles: Boring Studios.

# Citation Guide for Business Students

## APA Style

### 12. Focus Group Research

#### Format

*Name-or-topic-of-focus-group*. (Date-of-focus-group). [**Focus group**].  
Location-of-focus-group. **Participants:** Names-of-participants-in-  
alphabetical-order.

#### Example

*Snack food preferences*. (2008, February 14). [Focus group]. College  
Station, Texas. Participants: Smith, J. A., Smith, J. B., Smith, J. C.,  
Smith, J. D., Smith, J. E.

### 13. Government Documents

U.S. Census Bureau. (2007). *Statistical abstract of the United States*.  
Washington, DC: U.S. Government Printing Office.

### 14. Interviews

#### a. In-Person

##### Format

Interviewee's-name. (date(s)-of -interview). [**Interview**]. Interviewee's-  
title, Interviewee's-company-affiliation.

##### Example

Black, M. G. (2008, March 17 and 24). [Interview]. Marketing Director,  
M&M Co.

#### b. Phone

Franks, W. (2008, March 16). [Phone interview]. Marketing Director,  
Nestle Inc.

# Citation Guide for Business Students

## APA Style

### 15. Legal Cases

#### a. U.S. Supreme Court Decision

##### Basic Form

Name v. Name. Volume-number **U.S.** Page-number. (Year)

##### Example

United States v. Lane. 474 U.S. 438 (1986).

#### b. Lower Federal Court Decision

##### Basic Form

Name v. Name. Volume-number Reporter-abbreviation Page-number  
(Court-name).

##### Example

Flibotte v. Pennsylvania Truck Lines, Inc. 131 F. 3d 21 (1<sup>st</sup> Cir. 1997).

#### c. Federal Statute

##### Basic Forms

Name-of-Act § Section-number, Volume-number **U.S.C.** § Section-  
number (Year).

Name-of-Act, **Pub. L. No.** Number, § Section-number, Volume-number  
**Stat.** Page-number (Year).

##### Examples

National Environmental Policy Act of 1969 § 102, 42 U.S.C. § 4332  
(1994).

Americans with Disabilities Act of 1990, Pub. L. No. 101-336 § 2, 104  
Stat. 328 (1991).

# Citation Guide for Business Students

## APA Style

### d. Congressional Hearing

#### Basic Form

Title-of-hearing. Number-of-Congress **Cong.**, Number-of-Session **Sess.**,  
Page-number (year) (**testimony of** Name-of-witness)

#### Example

Ru 486: The import nan and its effect on medical research: Hearings  
before the Subcommittee on Regulation, Business Opportunities,  
and Energy, of the House Committee on Small Business. 101<sup>st</sup>  
Cong., 2d Sess. 35 (1990) (testimony of Ronald Chesemore).

### e. Congressional Bill or Resolution

#### Basic Form

Title, Bill-or-Resolution-number, Number-of-Congress **Cong.**, Number-  
of-session **Sess.** (Year).

#### Example

Equitable Health Care for Severe Mental Illness Act of 1993, S. 671,  
1003d Cong., 1<sup>st</sup> Sess. (1993).

## 16. Observational Research

#### Format

*Name-or-topic-of-research.* (Date(s)-of-observation). [**Observation  
research**]. Location(s)-of-observation.

#### Example

*Laundry Detergent Purchases.* (2008, April 1-10). [Observation research].  
Bryan / College Station, Texas. Albertson's (615 University Dr.);  
HEB (1900 Texas Ave.); Krogers (3835 Longmire).

# Citation Guide for Business Students

## APA Style

### 17. Podcast (Webcast)

#### Format

Author. (Date-of-'cast). *Name-of-'cast*. **Podcast retrieved** date-of retrieval, **from** URL-of-'cast.

#### Example

BusinessWeek (2008, April 17). *Most innovative companies*. Podcast retrieved April 18, 2007, from [http://www.businessweek.com/mediacenter/podcasts/cover\\_stories](http://www.businessweek.com/mediacenter/podcasts/cover_stories)

### 18. Press Release

#### a. Printed

#### Format

Company-name. (Date of press release). *Title of press release*. [**Press Release**].

#### Example

Sun Microsystems. (2002, December 3). *Sun charts strategy for services to deliver high-value network computing environments*. [Press Release].

#### b. On the Web

#### Format

Company-name. (Date of press release). *Title of press release*. [**Press Release**]. **Accessed** date-of-access **from** name-of-site-and URL.

#### Example

Ford Motor Company. (2008, April 23). *Ford Motor Company builds 9 millionth Mustang*. [Press Release]. Accessed April 24, 2008 from Ford Motor Company Web site. <http://www.ford.com/about-ford/news-announcements/press-releases/>.

# Citation Guide for Business Students

## APA Style

### 19. SEC Filing

#### Format

Company name. (date of submission). *Form number*. **Retrieved** date-of-retrieval, **from** web-page-URL-or-database.

#### Examples

Dell, Inc. (2008, April 17). *Form 8-K*. Retrieved April 18, 2008, from <http://www.sec.gov/>

Dell, Inc. (2008, April 17). *Form 8-K*. Retrieved April 18, 2008, from the Thomson One Banker database.

### 20. Survey Research

**Note:** Each survey used in the research requires an appendix that summarizes the information collected by the survey, including the demographic profile of the respondents, as well as a copy of the survey or coverage of the questions asked by the survey.

#### Format

*Survey title*. (Date(s) of survey). **[Survey]**. Location(s) of survey. **See Appendix \_\_ for full details.**

#### Example

*Candy bar preferences*. (2008, April 7-18). **[Survey]**. Bryan/College Station, Houston. See Appendix \_\_ for full details.

### 21. Web Sites / Web Page

#### a. With no Author or Date

*April 2008 | From status symbols to status stories*. (n.d.) Retrieved April 10, 2008, from <http://www.trendwatching.com/briefing/>

#### b. Corporate Author

# Citation Guide for Business Students

## APA Style

U.S. Census Bureau. (2005). *Establishment and firm size: 2002; (Including legal form of organization); Utilities; Subject series*. Retrieved April 10, 2008, from <http://www.census.gov/prod/ec02/ec0222sssz.pdf>

### 22. Working Papers

#### a. (Printed)

Nanda, Ashish. (1996). *Implementing organizational change*. HBS Working Paper No. 96-034.

#### b. (Online)

Lerner, Josh. (1999). *150 years of patent protection*. HBS Working Paper No. 00-040. Accessed April 2008 from <http://www.hbs.edu/research/facpubs/workingpapers/abstracts/9900/00-040.html>.

# Citation Guide for Business Students

## APA Style

### **C. Examples of Data / Reports from Subscribed & Access-Free Library Databases**

#### **1. ABI/Inform Global**

Beraldi, P., Conforti, D., & Violi, A. (2008). A two-stage stochastic programming model for electric energy products. *Computers & Operations Research*, 35(10), 3360-3375. Retrieved April 10, 2008, from the ABI/INFORM Global database.

#### **2. ABI/Inform Trade & Industry**

Weinberger, M. G., Spotts, H., Campbell, L., & Parsons, A. L. (1995). The use and effect of humor in different advertising media. *Journal of Advertising Research*, 35(3), 44-57. Retrieved April 10, 2008, from the ABI/INFORM Trade & Industry database.

#### **3. Academy of Management Proceedings**

Use the Conference Papers / Proceedings format as the primary template for these citations. You will have to access the publishers website (the link is on the initial page of the resource) to get the full name of the conference.

Acha, Virginia. (2008). Open By Design: The Role of Design in Open Innovation. In (2008) *The Questions We Ask, Proceedings of the Annual Meeting of the Academy of Management, Anaheim, California, August 8-13 2008* (pp. 1-6). New York, Academy of Management.

#### **4. Accounting & Tax**

Mennicken, A. (2008). Connecting worlds: The translation of international auditing standards into post-Soviet audit practice. *Accounting, Organizations and Society*, 33(4/5), p. 384. Retrieved April 10, 2008, from the Accounting & Tax database.

#### **5. Accounting Research Manager (ARM)**

##### **Examples**

American Institute of Certified Public Accountants (AICPA). (2003, May 1 ). Audits of airlines. *Audit and Accounting Guides*. Retrieved April 24, 2008, from the Accounting Research Manager database.

# Citation Guide for Business Students

## APA Style

American Institute of Certified Public Accountants (AICPA). (2008). *AICPA audit risk alert: Not-for-profit organizations industry developments*. Retrieved April 24, 2008, from the Accounting Research Manager database.

Emerging Issues Task Force (EITF). (2008, March 12). *Revenue recognition for a single unit of accounting. Issue Summary*. Issue No. 08-1. Retrieved April, 2008, from the Accounting Research Manager database.

Financial Accounting Standards Board (FASB). (n.d.). Goodwill and other intangible assets – Section G40. *Current Text\2. General Standards*. Retrieved April, 2008, from the Accounting Research Manager database.

International Accounting Standards Board (IASB). (2006, December 31). IFRS 3: Business combinations. *International Financial Reporting Standards*. Retrieved April 25, 2008, from the Accounting Research Manager database.

Public Company Accounting Oversight Board (PCAOB). (2008, February 26). *Proposed auditing standard – Engagement quality review*. Retrieved April 24, 2008, from the Accounting Research Manager database.

### 6. ACM Digital Library

Jeffery, S. R., Franklin, M. J., & Garofalakis, M. (2008). An adaptive RFID middleware for supporting metaphysical data independence. *The VLDB Journal*, 17(2), 265-289. Retrieved April 10, 2008, from the ACM Digital Library database.

### 7. AdCritic

Aditham, K. (2008, March 25). Gyre-O-Matic. *Creativity*. Retrieved June 20, 2008, from the AdCritic/Creativity Online database.

Mitsubishi. (2008). "Mitsubishi: Dream Car" [Television advertisement]. Accessed June 20, 2008, from the AdCritic/Creativity Online database.

# Citation Guide for Business Students

## APA Style

### 8. AdSpender

TNS Media Intelligence. (2008). *GMAC Advertising Spending 2007, By Month*. Retrieved November 18, 2008, from the AdSpender database.

### 9. American Banker

Deutsche Bank said mulling bid for Citi's German ops. (2008, April 24). *American Banker*. Accessed April 24, 2008, from the American Banker database.

### 10. American Factfinder

Treat this resource as a Web Site / Web Page. The URL for American Factfinder, from the U.S. Census Bureau, is <http://factfinder.census.gov>.

### 11. Applied Science and Technology

Bechini, A., Cimino, M. G. C. A., & Marcelloni, F. (2008). Patterns and technologies for enabling supply chain traceability through collaborative e-business. *Information and Software Technology*, 50(4), 342-359. Retrieved April 10, 2008, from the Applied Science and Technology database.

### 12. Associations Unlimited

Gale-Cengage Learning. (2008) *Academy of Marketing Science (AMS) profile*. Retrieved April 14, 2008, from Associations Unlimited database.

### 13. Balance of Payment Statistics

With databases such as Balance of Payment Statistics, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

International Monetary Fund (IMF). (2008). *Aruba, Balance of Payments, 1998-2007*. Retrieved November 22, 2008, from the Balance of Payment Statistics database.

# Citation Guide for Business Students

## APA Style

### 14. Board Analyst

#### a. Governance Practice Highlights

Corporate Library. (2008). *Sprint Nextel Corporation (S), Governance Practices Highlights*. Retrieved November 19, 2008, from the Board Analyst database.

#### b. Articles of Incorporation

Sprint Nextel Corporation. (2005). *Amended and Restated Articles of Incorporation of Sprint Nextel Corporation*. Retrieved November 19, 2008, from the Board Analyst database.

#### c. Bylaws

Sprint Nextel Corporation. (2005). *Amended and Restated Sprint Nextel Corporation Bylaws*. Retrieved November 19, 2008, from the Board Analyst database.

#### d. Governance Policy

Sprint Nextel Corporation. (2008, February 12). *Corporate Governance Guidelines*. Retrieved November 19, 2008, from the Board Analyst database.

#### e. Ethics Policy

Sprint Nextel Corporation. (2008?). *Leading with Integrity: Sprint Nextel Code of Conduct*. Retrieved November 19, 2008, from the Board Analyst database.

#### f. Company Officer Profile

Corporate Library. (2008). *Daniel R. Hesse Governance Profile*. Retrieved November 19, 2008, from the Board Analyst database.

### 15. Business & Company Resource Center

#### a. Company Profile

Gale-Cengage Learning. (2008). *Coca-Cola Co. (Atlanta, Georgia)(KO) profile*. Retrieved April 14, 2008, from the Business & Company Resource Center database.

# Citation Guide for Business Students

## APA Style

### c. Company SEC Filing

Coca-Cola Co. (2008). *2007 Form 10-K*. Retrieved April 14, 2008, from the Business & Company Resource Center database.

### d. Company Investment Report

Reuters. (2008, April 1). *The Coca-Cola Company investment report*. Retrieved April 14, 2008, from the Business & Company Resource Center database.

### e. Industry Report

Thomson Gale. (2008). Soft Drinks and Bottled Water, NAICS code 312111. *Encyclopedia of Global Industries, Online Edition*. Retrieved April 14, 2008, from the Business & Company Resource Center database.

### f. Industry Market Share Listing

Forbes. (2008). "Best big food, drink, and tobacco companies, 2007." *Forbes, Platinum List/400 Best Big Cos. (annual)*. Retrieved April 14, 2008, from the Business & Company Resource Center database.

## 16. Business & Industry

Cuneo, A. Z. (2008). Why '08 isn't mobile's year again; Here are five reasons, and five fixes that could make '09 the one (really). *Advertising Age*, 79(13), p. 16. Retrieved April 10, 2008, from the RDS Business & Industry database.

Johnson, R. C. (2008, April 14). IBM rolls H2O-cooled supercomputer. *Electronic Engineering Times*. Retrieved April 25, 2008, from the RDS Business & Industry database.

## 17. Business Monitor Online

Marcall, R. (2008, March 25). The Qatar business forecast report. Q2 2008. *Business Monitor Business Forecast Reports*. Retrieved April 25, 2008, from the Business Monitor Online database.

# Citation Guide for Business Students

## APA Style

### 18. Business Source Complete

#### a. Article

Fortuny, M., Soler, R., Canovas, C., & Sanchez, A. (2008). Technical approach for a sustainable tourism development. Case study in the Balearic Islands. *Journal of Cleaner Production*, 16(7), 860-869. Retrieved April 10, 2008, from the Business Source Complete database.

#### b. Company Report

Life Science Analytics. (2000). *A&G Pharmaceutical Inc., Company profile*. Retrieved May 9, 2008, from the Business Source Complete database.

Datamonitor. (2007, May 25). *Bacardi Limited, Company profile*. Retrieved May 9, 2008, from the Business Source Complete database.

#### c. Country Profile

Datamonitor. (2007, December). *Australia, Ccountry profile*. Retrieved May 9, 2008, from the Business Source Complete database.

#### d. Industry Report

Datamonitor. (2007, August). *Accountancy in the United States, Industry profile*. Retrieved May 8, 2008, from the Business Source Complete database.

#### e. SWOT Analysis

Datamonitor. (2008, February 20). *Abbot Laboratories, SWOT analysis*. Retrieved May 9, 2008, from the Business Source Complete database.

### 19. Capital Changes Reporter

CCH Inc. (2008). *Gaiam Inc. – Corporate Capital History*. Accessed June 20, 2008, from the Capital Changes Reporter database.

CCH Inc. (2008, June 6). *Capital Changes Letter No. 3001*. Accessed June 20, 2008, from the Capital Changes Reporter database.

# Citation Guide for Business Students

## APA Style

### 20. China Data Online

All China Data Center. (2006). *China statistical year book 2006*. Retrieved May 9, 2008, from the China Data Online database.

### 21. Compact D SEC

Disclosure. (2006, July). *Cavalier Homes Inc., Company profile*. Retrieved November 24, 2008, from the Compact D SEC database.

### 22. Compact D Worldscope

Disclosure. (2006, July). *Canterbury Foods Group PLC, Company profile*. Retrieved November 24, 2008, from the Compact D Worldscope database.

### 23. Computer & Info Systems

[**Caution:** The Computer + Info Systems database is only an index. If you retrieved an article by using the “Find Text @ TAMU” button, you ultimately retrieved your article from another of our full-text databases. Check your hardcopy.]

### 24. Computer Source

Weierm M. H. (2008, March 3). New found faith leads Oracle to upgrade its CRM service. *InformationWeek*, 1175, p. 36. Retrieved April 10, 2008, from the Computer Source database.

### 25. Datastream

Thomson Financial. (2008). *Prime Media Group – Equity Report*. Accessed June 20, 2008, from the Datastream database.

### 26. Direction of Trade Statistics

With databases such as the Direction of Trade Statistics, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

International Monetary Fund (IMF). (2008). *Australia Exports; 1998-2007*. Retrieved November 22, 2008, from the Direction of Trade Statistics database.

# Citation Guide for Business Students

## APA Style

### 27. Doing Business in ...

International Bank for Reconstruction and Development / The World Bank. (2008). *Doing Business 2009: Country Profile for Mexico*. Retrieved November 22, 2008, from <http://www.doingbusiness.org>.

### 28. EconLit

[**Caution:** The EconLit database is only an index. If you retrieved an article by using the “Find Text @ TAMU” button, you ultimately retrieved your article from another of our full-text databases. Check your hardcopy.]

### 29. Economatica

Amazonia Celular. (2008, March 24). *Quarterly financial statements spreadsheet, 6/30/2005-12/31/2007*. Retrieved May 9, 2008, from the Economatica database.

### 30. Economic Census

U.C. Census Bureau. (2004, August). *Book publishers: 2002, Economic census information industry series*. Retrieved May 9, 2008 from the Economic Census 2002 database.

### 31. Economist Intelligence Unit (EIU)

#### a. Country Profile

Bahamas, Country profile. (2008). Retrieved November 22, 2008, from the Economist Intelligence Unit (EIU) database.

#### b. Country Report

Haiti, Country report. (2008, August). Retrieved November 22, 2008, from the Economist Intelligence Unit (EIU) database.

#### c. Country Data / Market-Indicators & Forecasts

This portion of the EIU database, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

# Citation Guide for Business Students

## APA Style

Brazil; Passenger Car Production, Registrations, Stock; 2000-2007. (2007). Retrieved November 22, 2008, from the Economist Intelligence Unit (EIU) database.

### d. Economist.com

Desperately seeking a cash cure. (2008, November 20). *The Economist*. Retrieved November 22, 2008, from the Economist Intelligence Unit (EIU) database.

### 32. EDGAR Online

Dell Inc. (2008, April 24). *Form 8-K*. Retrieved May 9, 2008, from the U.S. Securities & Exchange Commission SEC Filings EDGAR database.

### 33. eMarketer

Gauntt, J., & Williamson, D. (2008, May). *Mobil social networks*. Retrieved May 9, 2008, from the eMarketer database.

### 34. Factiva

Campbell, James. (2008, November 23). The gardest drive of Brabham's life Sir Jack battles kidney failure. *Sunday Herald Sun*. Retrieved November 24, 2008, from the Factiva database.

Let them go bust: The auto companies today no more deserve a federal bailout than did the steel companies in the 1980's, argues Duquesne Professor James B. Burnham. (2008, November 23). *Pittsburgh Post-Gazette*. Retrieved November 24, 2008, from the Factiva database.

### 35. FAOSTAT

With databases such as FAOSTAT, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

FAO Statistics Division. (2008). *Producer Price (USD/tonne), USA, Apples & Artichokes, 2000-2005*. Retrieved November 22, 2008, from the FAOSTAT database.

# Citation Guide for Business Students

## APA Style

### 36. Faulkner's Advisory on Computer and Communications Technologies (FACCTS)

#### a. Company Profile

Drumheller, R. (2008, February). *Comcast company profile*. Retrieved May 9, 2008, from the Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database.

#### b. Company Timeline

3Com Timeline. (2008, February). Retrieved May 9, 2008, from the Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database.

#### c. Market Report

Vosevich, K. (2007, October). *Optical networking market trends*. Retrieved May 9, 2008, from the Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database.

#### d. Technology Tutorial

Shaw, R. (2008, April). *Data analysis and data mining*. Retrieved May 9, 2008, from the Faulkners' Advisory on Computer and Communications Technologies (FACCTS) database.

### 37. Galante's Venture Capital & Private Equity Directory

DowJones. (2008). *AMT Capital, Ltd., Directory listing*. Retrieved May 9, 2008, from the Galante's Venture Capital & Private Equity Directory database.

### 38. Gartner Research

#### a. Hype Cycle Report

Fenn, J., Raskino, M., Basso, M., Phifer, G., Lundy, J., & Gilbert, M., et al. (2007, July 13). *Hype cycle for emerging technologies, 2007*. Retrieved May 9, 2008, from the Gartner Research database.

# Citation Guide for Business Students

## APA Style

### b. Magic Quadrant Report

Richardson, J., Schlegel, K., Hostmann, B., & McMurchy, N. *Magic quadrant for business intelligence platforms, 2008*. Retrieved May 9, 2008, from the Gartner Research database.

### c. General Report

Lowendahl, J., Zastrocky, M., & Harris, M. (2008, March 24). *Gartner higher education e-learning survey 2007: Clear movements in the market*. Retrieved May 9, 2008, from the Gartner Research database.

## 39. Global Marketing Information Database (GMID)

### a. Statistical Data Set

Euromonitor Intl. (2008). *Consumption of Motor Gasoline, World, 2002-2007*. Retrieved November 18, 2008, from the Global Marketing Information Database (GMID).

### b. Country Factfile

Euromonitor Intl. (2008). *Argentina, Country Factfile*. Retrieved November 18, 2008, from the Global Marketing Information Database (GMID).

### c. Company Profile

Euromonitor Intl. (2008). *Activision Inc., Company profile*. Retrieved November 18, 2008, from the Global Marketing Information Database (GMID).

## 40. Guidestar

### a. Organization Profile

GuideStar USA. (2008). *Bill & Melinda Gates Foundation Trust*. Retrieved November 22, 2008, from the GuideStar database.

### b. Form 990

Bill & Melinda Gates Foundation Trust. (2007, November 21). *Form 990-PF, Return of Private Foundation, 2006*. Retrieved November 22, 2008, from the GuideStar database.

# Citation Guide for Business Students

## APA Style

### 41. Hoovers Premium

Hoovers. (2008). *Dell, Inc., Company profile*. Retrieved May 9, 2008, from the Hoovers Premium database.

### 42. Hospitality and Tourism Index

Braden, K., & Prudnikova, N. (2008). The challenge of ecotourism development in the Altay region of Russia. *Tourism Geographies*, 10(1), 1-21. Retrieved April 10, 2008, from the Hospitality and Tourism Index database.

### 43. IBISWorld

IBISWorld. (2008, March 6). *Tanning salons in the US: 81219c, Industry report*. Retrieved May 9, 2008 from the IBISWorld database.

### 44. IEEE Xplore

Gaonkar, R. S., Viswanandham, N. (2007). Analytical framework for the management of risk in supply chains. *IEEE Transactions on Automation Science and Engineering*, 4(2), 268-273. Retrieved April 10, 2008, from the IEEE Xplore database.

### 45. International Central Bank List

This resource is simple a list of Internet links. Use the Web Site / Web Page format to cite information gathered from the site that you ultimately visit.

### 46. International Financial Statistics

International Monetary Fund. (2008). *Argentina – International Liquidity, 1945-2006*. Retrieved November 18, 2008, from the International Financial Statistics (IMF Statistical) database.

### 47. International Statistical Agencies List

This resource is simple a list of Internet links. Use the Web Site / Web Page format to cite information gathered from the site that you ultimately visit.

# Citation Guide for Business Students

## APA Style

### 48. International Trade Statistics

World Trade Organization (WTO). (2008). *Merchandise Trade by Commodity, China & U.S., Agriculture Products & Textiles, 2003-2007*. Retrieved November 18, 2008, from the International Trade Statistics database.

### 49. Investext – Thomson Reuters

Deutsche Bank. (2008, October 15). *Swatch Group, Equity research*. Retrieved November 24, 2008, from the Investext – Thomson Reuters database.

J.P. Morgan. (2008, November 10). *South African Hotel and Casinos, Equity research*. Retrieved November 24, 2008, from the Investext –Thomson Reuters database.

### 50. Leadership Library

Leadership Directories, Inc.. (2008). *Accenture Ltd., Directory listing*. Retrieved May 9, 2008 from the Leadership Library database.

### 51. LexisNexis Academic

Hadar, L. (2008, April 8). When Bernanke utters the ‘R’ word; ‘A recession is possible,’ he told the somewhat hostile members of the Senate Joint Economic Committee last week. *Business Times Singapore*. Retrieved April 10, 2008, from the LexisNexis Academic database.

### 52. Lexis-Nexis Statistical

[**Caution:** The Lexis-Nexis Statistical database is only an index to a microform collection. You ultimately retrieved your information from another source. Use that source’s information for your citation.]

### 53. Making of the Modern World

Armuthaz, B. (1663). *The coffee-mans granado discharged upon the maidens complaint against coffee*. London: printed for J. Johnson. Retrieved April 10, 2008, from the Making of the Modern World database.

# Citation Guide for Business Students

## APA Style

### 54. Management & Organizational Studies: A SAGE Full-Text Collection

Greenle, J., Fischer, M., Gordon, T., & Keating, E. (2007). An investigation of fraud in nonprofit organizations: Occurrences and deterrents. *Nonprofit and Voluntary Sector Quarterly*, 36(4), 676-694. Retrieved April 10, 2008, from the Management & Organization Studies database.

### 55. Market Insight [Standard & Poor's, a Division of The McGraw-Hill Companies, Inc.]

Standard & Poor's. (2008, November 15). *Time Warner INC, Company profile*. Retrieved November 19, 2008, from the Market Insight database.

Standard & Poor's. (2008, November 19). *Time Warner Inc – Corporate Actions*. Retrieved November 19, 2008, from the Market Insight database.

Standard & Poor's. (2008). *Apparel Retail – GICS Sub-Industry Constituents*. Retrieved November 19, 2008, from the Market Insight database.

### 56. MarketResearch.com Academic

Revesz, T., & Packaged Facts (2008, March). *Financial services for small businesses in the U.S.* Retrieved May 9, 2008, from the MarketResearch.com Academic database.

Parker, P., & ICON Group International, Inc. (2006). *The 2007-2012 outlook for accounting services in the United States*. Retrieved May 9, 2008, from the MarketResearch.com Academic database.

### 57. Media Metrix

With databases such as Media Metrix, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

comScore. (2008). CNN demographic profile spreadsheet: United States; April 2008; Total audience. Retrieved June 20, 2008, from the Media Metrix database.

comScore. (2008). WalMart.com Media Dashboard, August 2008. Retrieved November 18, 2008, from the MediaMetrix database.

# Citation Guide for Business Students

## APA Style

### 58. Mergent Horizon

Mergent. (2008). *Dell, Inc. Overview*. Retrieved May 9, 2008, from the Mergent Horizon database.

Mergent. (2008). *Dell, Inc. Valuation analysis*. Retrieved May 9, 2008, from Mergent Horizon database.

Mergent. (2008). *Book stores: Overview*. Retrieved May 9, 2008, from the Mergent Horizon database.

### 59. Mergent Online

#### a. Company Report

Mergent. (2008). *Borders Group, Inc., Company report*. Retrieved May 9, 2008, from the Mergent Online database.

#### b. Industry Survey

Peters, J., & Donald, W. (2007, August 9). *Advertising, Industry survey*. Retrieved May 9, 2008, from the Mergent Online database.

### 60. MintGlobal

#### a. News

Wachovia CEO: Wells Fargo merger won't be quick. (2008, November 20). *McClatchy-Tribune Regional News – The Charlotte Observer*. Retrieved November 24, 2008, from the MintGlobal database.

#### b. Company Profile

BvDEP. (2008). *Sprint Nextel Corporation, Company profile*. Retrieved November 22, 2008, from the MintGlobal database.

#### c. Market Research

Datamonitor. (2008, August). *Wireless Telecommunication Services in the United States, Industry profile*. Retrieved November 22, 2008, from the MintGlobal database.

# Citation Guide for Business Students

## APA Style

### d. Director Profile

BvDEP. (2008). *Daniel R Hesse (55 years), Director profile*. Retrieved November 22, 2008, from the MintGlobal database.

## 61. Morningstar Library Edition

### a. Fund Report

Norton, M. (2008, May 28). *Van kampen Equity and Income A ACEIX*. Retrieved May 29, 2008, from the Morningstar database.

### b. Stock Report

Witt, L. (2008, April 18). *Google, Inc. GOOG*. Retrieved May 29, 2008, from the Morningstar database.

## 62. National Trade Databank

U.S. Commercial Service. (2007). *Doing Business in Jamaica: A Country Commercial Guide for U.S. Companies*. Retrieved November 22, 2008, from GLOBUS & NTDB at <http://www.stat-usa.gov/tradtest.nsf>

## 63. NetAdvantage

### a. Industry Report

Peters, J, & Donald, W. H. (2007, August 9). *Industry surveys: Advertising*. Retrieved May 9, 2008, from the NetAdvantage database.

### b. Stock Report

Standards & Poor's. (2008, May 29). *Google Inc 'A'*. Retrieved May 29, 2008, from the NetAdvantage database.

### c. Mutual Fund Report

Standard & Poor's. (2008, April 30). *AIM Technology B*. Retrieved May 29, 2008, from the NetAdvantage database.

# Citation Guide for Business Students

## APA Style

### 64. New York Stock Exchange Facts & Figures

NYSE Euronext, Inc. (2008). *NYSE Overview Statistics, 1960-2005*. Retrieved November 19, 2008, from the New York Stock Exchange Facts & Figures database.

NYSE Euronext, Inc. (2008). *CRB Index Futures, 1986-1993*. Retrieved November 19, 2008, from the New York Stock Exchange Facts & Figures database.

NYSE Euronext, Inc. (2008). *Most Active Bonds on NYSE, 1966-2005*. Retrieved November 19, 2008, from the New York Stock Exchange Facts & Figures database.

### 65. Orbis

#### a. Company Profile

BvDEP. (2008). *Sprint Nextel Corporation, Company profile*. Retrieved November 24, 2008, from the Orbis database.

#### b. Peer Report

BvDEP. (2008). *Sprint Nextel Corporation, Peer Report*. Retrieved November 24, 2008, from the Orbis database.

#### c. Subsidiaries Report

BvDEP. (2008). *Sprint Nextel Corporation, Subsidiaries Report*. Retrieved November 24, 2008, from the Orbis database.

#### d. Institutional Shareholders Report

BvDEP. (2008). *Sprint Nextel Corporation, Shareholders Report*. Retrieved November 24, 2008, from the Orbis database.

#### e. Board Members & Officers Report

BvDEP. (2008). *Sprint Nextel Corporation, Board Members & Officers Report*. Retrieved November 24, 2008, from the Orbis database.

# Citation Guide for Business Students

## APA Style

### 66. Plunkett Research Online

#### a. Industry Trends Report

Plunkett Research, Ltd. (2007). *Banking, mortgages & credit industry: Trends*. Retrieved May 29, 2008, from the Plunkett Research Online database.

#### b. Industry Statistics Report

Plunkett Research, Ltd. (2007). *Banking, mortgages & credit industry: Statistics*. Retrieved May 29, 2008, from the Plunkett Research Online database.

### 67. Portals to the World

Treat this resource as a Web Site / Web Page. The URL for Portals to the World, from the Library of Congress, is <http://www.loc.gov/rr/international/portals.html>.

### 68. ProductScan

Datamonitor Plc. (2008). *African Beverages, January 1, 2005- November 21, 2008*. Retrieved November 22, 2008, from the ProductScan database.

### 69. ReferenceUSA

infoUSA. (2009). *Google Inc Mountain View, CA., Directory Listing*. Retrieved May 29, 2008, from the ReferenceUSA database.

### 70. Research Insight / Global Vantage

With databases such as Research Insight and Global Vantage, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Standard & Poor's. (2008, June 4). *Dell Inc. - Market value*. Retrieved June 4, 2008, from the Research Insight database.

Standard & Poor's. (2008, June 4). *Dell Inc. - Company highlights*. Retrieved June 4, 2008, from the Research Insight database.

Standard & Poor's. (2008, June 4). *Guizhou Changzhen Electric - Company Highlights in millions of Chinese Yuan Renminbi*. Retrieved June 4, 2008, from the Global Vantage database.

# Citation Guide for Business Students

## APA Style

### 71. RIA Checkpoint

Thomson/RIA. (2008, May 28). New law barring genetic-information-based discrimination carries Internal Revenue Code amendments. *RIA Tax Watch*. Retrieved June 4, 2008, from the RIA Checkpoint database.

Thomson/RIA. (2008). ¶ 101. IRS will issue cash rebates in 2008 to eligible individuals to stimulate the economy. *Complete Analysis of the Economic Stimulus Act of 2008*. Retrieved June 4, 2008, from the RIA Checkpoint database.

Internal Revenue Service. (2008). *Pub. 225: 2007 Farmer's tax guide*. Retrieved June 4, 2008, from the RIA Checkpoint database.

American Institute of Certified Public Accountants (AICPA). (2008). AU Section 110 Responsibilities and functions of the independent auditor. *Professional Standards*. Retrieved June 4, 2008, from the RIA Checkpoint database.

### 72. SDC Platinum – Mergers & Acquisition / Joint Ventures

Thomson Financial. (2008). *Global New Issues-U.S. Private Common Stock in Last Quarter-High Tech Industry-Biotechnology; Brief Advisors/Fees Report*. Retrieved June 20, 2008, from the SDC Platinum Mergers & Acquisitions database.

### 73. Simmons Choices II/3

With databases such as Simmons Choices II/3, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Simmons Market Research Bureau. (2005). *Cellular/Wireless phone brands by metro market top 100; using the NCS Fall 2004 Adult Full Year dataset*. Retrieved June 20, 2008, from the Simmons Choices3 database.

Simmons Market Research Bureau. (2005). *Cellular/Wireless phone brands by consumer demographics (age, gender, household income); using the NCS Fall 2004 Adult Full Year dataset*. Retrieved June 20, 2008, from the Simmons Choices3 database.

# Citation Guide for Business Students

## APA Style

### 74. Source OECD / OECD Main Economic Indicators

Organization for Economic Co-Operation and Development (OECD). (2007). Chapter 4 Trade for Development: China, India and the Challenge of Specialisation. *Latin American Economic Outlook 2008*, 141-86. Retrieved June 4, 2008, from the SourceOECD database.

Organization for Economic Co-Operation and Development / International Transport Forum (OECD/ ITF). (2008). *Round table 139: Oil dependence: Is transport running out of affordable fuel?* Retrieved June 4, 2008, from the SourceOECD database.

### 75. Sports Business Research Network (SBRnet)

With databases such as SBRnet, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

Sports Business Research Network. (2008). *Camping-Vacation/Overnight Participation 1993-2006*. Retrieved June 4, 2008, from the SBRnet database.

### 76. STAT-USA

Bureau of Economic Analysis (BEA). (2008, June 4). *Foreign direct investors' outlays to acquire or establish U.S. businesses increased in 2007*. [News Release]. Retrieved June 4, 2008, from the STAT-USA database.

U.S. Census Bureau. (2008, May 13). *Advance monthly sales for retail and food services: April 2008*. [News Release]. Retrieved June 4, 2008, from the STAT-USA database.

U.S. & Foreign Commercial Service. (2008). *Doing business in Bermuda: A country commercial guide for U.S. companies*. Retrieved June 4, 2008, from the STAT-USA database.

### 77. Stratfor

U.S.: Rescue Plan for Citigroup. (2008, November 24). Retrieved November 24, 2008, from the Stratfor database.

Latvia: Seeking Support from the IMF. (2008, November 20). Retrieved November 24, 2008, from the Stratfor database.

# Citation Guide for Business Students

## APA Style

### 78. Tablebase

United States survey of registered voters on their level of concerns regarding mortgage cost and security in response percentages in 2008. (2008, March 24). *Adweek* 49(10), p. 21. Retrieved May 29, 2008, from the TableBase database.

### 79. Tax Research Network [CCH, Inc.]

CCH, Inc. (2008, November 6). *2008 President-Elect Obama's Tax Proposals: A Forecast*. Retrieved November 19, 2008, from the CCH Internet Tax Research NetWork database.

Carlson, Jeff and Paula Cruickshank. (2008, November 19). *No Agreement on Senate Stimulus Package*. Retrieved November 19, 2008, from the CCH Internet Tax Research NetWork database.

United States of America, Petitioner v. Clintwood Elkhorn Mining Company, et al. 128 SCt 1511. (2008). Retrieved November 19, 2008, from the CCH Internet Tax Research NetWork database.

### 80. ThomasNet

Treat this resource as a Web Site / Web Page. The URL for ThomasNet is <http://www.thomasnet.com/>

### 81. Thomson ONE Banker

Thomson Financial. (2008). *Google Inc company overview*. Retrieved June 4, 2008, from the Thomson ONE Banker database.

Thomson Financial. (2008). *Google Inc. Worldscope corporate snapshot*. Retrieved June 4, 2008, from the Thomson ONE Banker database.

Thomson News & Business Wire. (2008, June 4). *NASA and Google announce lease at Ames Research Center*. Retrieved June 4, 2008, from the Thomson ONE Banker database.

Rapid Ratings. (2008, April 21). *Reasons to trade report: Google Inc-CL A*. Retrieved June 4, 2008, from the Thomson ONE Banker database.

Thomson Financial. (2008). *Ownership – Summary Google Inc: Most recent*. Retrieved June 4, 2008, from the Thomson ONE Banker database.

# Citation Guide for Business Students

## APA Style

### 82. Trade Policy Reviews

World Trade Organization. (2008, April 16). *Trade Policy Review, Report of the Secretariat, China*. Retrieved November 22, 2008, from the Trade Policy Reviews  
[http://www.wto.org/english/tratop\\_e/tpr\\_e/tpr\\_e.htm](http://www.wto.org/english/tratop_e/tpr_e/tpr_e.htm)

### 83. Uniworld Directories

With databases such as this, which display results as a result of a query, the title of the document must be created from elements of the query.

Uniworld Business Publications Inc. (2007). *American firms operating in Iraq, Directory listing*. Retrieved June 20, 2008, from the American Firms Operating in Foreign Countries Directory portion of the Uniworld database.

Uniworld Business Publications Inc. (2007). *Iraq firms operating in the United States with revenue > \$50 billion, Directory listing*. Retrieved June 20, 2008, from the Foreign Firms Operating in the United States Directory portion of the Uniworld database.

### 84. ValueLine

ValueLine. (2008, June 13). Aruba Networks. *ValueLine Investment Summary – Small & Mid-Cap Edition*. Retrieved June 20, 2008 from the ValueLine database.

ValueLine. (2008). *Aruba Networks Inc. (ARUN), Custom company profile report*. Retrieved June 20, 2008, from the ValueLine database.

### 85. Wilson Business Full-Text

Briggeman, B. C., & Lusk, J. L. (2008). Should the supply chain play fair? *Agri Marketing*, 46(2), p. 16. Retrieved April 10, 2008, from the Wilson Business Full-Text database.

# Citation Guide for Business Students

## APA Style

### 86. World Development Indicators

With databases such as World Development Indicators, which display results in a spreadsheet format as a result of a query, the title of the document must be created from elements of the query.

World Bank Group. (2007). *Jamaica: Pupil-teacher ratio, primary; Pupil-teacher ratio, secondary 2000-2005*. Accessed June 4, 2008, from the World Development Indicators (WDI) Online database.

### 87. World Stock & Commodity Exchanges List

This resource is simple a list of Internet links. Use the Web Site / Web Page format to cite information gathered from the site that you ultimately visit.

# Citation Guide for Business Students

## APA Style

### References

- American Psychological Association (APA). (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, D.C.: American Psychological Association.
- American Psychological Association (APA). (2007). *APA style guide to electronic references*. Washington, D.C.: American Psychological Association.
- Dewey, R. & Scribe, A. (2008). *APA Style Crib Sheet for College Papers*. Retrieved November 10, 2008, from <http://www.docstyles.com/apacrib.htm>.
- Harvard Business School (HBS). (2007). *Citation Guide: 2007-2008 Academic Year*. Accessed November 8, 2007, from <http://www.library.hbs.edu/guides/citationguide.pdf>.
- Strahan, M. (2008, April 3). *APA Style*. Retrieved April 18, 2008, from <http://library.nmu.edu/apastyle.htm>.
- Szuchman, L. T. (2008). *Writing with style: APA style made easy* (4th ed.). Belmont, CA: Thomson/Wardsworth.
- University of British Columbia. (n.d.). *Business Citation Guide – APA Style*. Retrieved November 8, 2007, from <http://toby.library.ubc.ca/webpage.cfm?id=553>.
- University of Massachusetts Amherst Libraries. (n.d.) *Business Research Guide*. Retrieved November 8, 2007, from <http://www.library.umass.edu/subject/business/citationstyle.html>.
- University of North Carolina Greensboro. (n.d.). *Citing Business Databases in APA Style*. Retrieved March 8, 2007, from [http://library.uncg.edu/depts/ref/biz/apa\\_biz.asp](http://library.uncg.edu/depts/ref/biz/apa_biz.asp).
- Westfield State College Ely Library. (n.d.) *Citing Legal Materials in APA Style*. Retrieved April 19, 2008, from <http://www.lib.wsc.ma.edu/legalapa.htm>.